

TA-53 Facility Management

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TA-53 Procedure

TA-53 Training Program Manual

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1.0 Introduction

The Accelerator Operations and Technology Division of Los Alamos National Laboratory is operated by the University of California for the U.S. Department of Energy (DOE). The TA-53 Facility Management Group is responsible for the safe and efficient operation of Technical Area 53 (TA-53) facilities. The AOT Training Office is part of the Facility Management Team overseeing facility-specific training efforts for organizations residing at TA-53.

The major programmatic efforts of the AOT Training Office are to ensure all TA-53 workers are trained in facility-specific training requirements; ensure AOT Division personnel are trained in Laboratory, facility-specific and job-specific training; and ensure required training is provided for all visitors to the facility.

1.1 Mission Statement

In light of these goals, the AOT Training Office has developed the following Mission Statement:

The AOT Training Office is responsible for assuring that training activities are carried out in a manner that support AOT Division and TA-53 operational activities and in accordance with DOE Orders, LANL Directives, AOT Division policies and procedures, and TA-53 Facility policies and procedures.

1.2 Performance Objectives

The following objectives have been established to satisfy the training program mission statement:

- Develop a comprehensive facility-specific training program plan that is reviewed, approved and signed by the TA-53 Facility Manager and management representatives from the major on-site organizations.
- Ensure that the training program is conducted in accordance with Laboratory training standards.
- Conduct needs and/or job analyses to ensure that training is relevant and specific to job functions and that a systematic approach is used to develop training programs.
- Design, develop, deliver, and evaluate facility- and job-specific training using the results of needs and/or job analyses, adhering to DOE guidance for performance-based training methods.
- Maintain auditable and up-to-date training records, ensuring that training required by DOE orders and federal/state regulations is accomplished on schedule and with minimal instances of expired training.

- Prepare individual training plans for AOT Division personnel, develop training schedules, and coordinate course registration to ensure that all applicable regulatory requirements are met.

1.3 Training Program Purpose and Goals

The purpose of the TA-53 Facility-specific Training Program is assure that TA-53 workers, including LANL employees, subcontractor personnel, and official visitors who work at TA-53, are properly trained to work at the facility in a safe, secure, and efficient manner.

The following are the Training Program goals:

- Improve the knowledge and skill of workers
- Provide training that conforms with DOE and LANL requirements
- Provide documentation on all training programs
- Contribute to a reduction in occurrences attributable to inadequate training

TA-53 maintains a training program for the development and updating of facility-specific training materials, performance of on-the-job training, review and evaluation of training performance, and maintenance of individual training plans and records.

This document provides guidance and direction for meeting and/or exceeding applicable regulatory and Laboratory-mandated training requirements. The overall objective of the training program is to achieve exceptional job performance, reduce performance discrepancies and ensure operations are performed safely and with minimal environmental impact. This training manual adopts a systematic approach to training using performance-based training (PBT) methodology in accordance with the Laboratory policies and procedures and Laboratory Standards (LS) for training developed by the Human Resources Training and Development Group.

This manual is intended to be a dynamic document which will be amended as operations, activities or requirements change. Should changes in the Laboratory policies and procedures conflict with the provisions in this manual, the Laboratory policies and procedures take precedence. This training manual is maintained by the AOT Facility Management Group, and is available to employees, subcontractors, and representatives of federal, state, or local agencies that have regulatory authority over the facility. An annual review and revision of the TA-53 Training Manual shall be conducted by the AOT Training Officer with approval by the Facility-Manager and ES&H Team Leader.

2.0 Description of the Facility

The heart of TA-53 is the 800 MeV proton accelerator used for nuclear physics and materials science research. The Los Alamos Meson Physics Facility, or LAMPF, is a DOE national research facility available for use by members of the world's scientific community. Experimental Area A, the main proton experimental area at LAMPF contains two separate meson production targets operating at one milliamp of beam current. Experiments can be performed simultaneously on four separate secondary

beam channels. Radioisotopes for medical use are produced in an isotope production area just upstream of the proton beam stop. Neutrinos are also produced in the beam stop and are used in experiments on the fundamental constituents of matter.

Future uses of the high current proton beam include demonstration projects associated with accelerator-driven transmutation technologies and a quasi-continuous spallation neutron source.

The negative hydrogen ion beam from the accelerator is directed to the Los Alamos Neutron Scattering Center (LANSCE) and the Weapons Neutron Research Facility (WNR). LANSCE is a pulsed spallation neutron source used for condensed-matter research by an international user group. In addition to operating the accelerator and beam transport systems to LANSCE and WNR, AOT Division conducts basic research in accelerator-related technologies.

Personnel assigned to work at TA-53 are the principal target audience for which training is tracked and records are managed. Anyone who works at the Laboratory is designated as a *worker*. A worker can be a University of California employee or a contractor. Personnel employed by the University of California are designated as *employees*. Visitors who perform work for the Laboratory or who use Laboratory facilities are also considered workers.

The Laboratory requires formal qualification or certification for certain job positions or job tasks. The Environment, Safety and Health Division provides training qualification and certification programs for certain identified job duties, including Radiological Worker Training, Forklift Operator Training, Crane Operator and Rigger Training, and CPR certification. Workers at TA-53 are expected to meet qualification requirements for those general job tasks identified by the Laboratory and which apply to their jobs. In addition, DOE Order 5480.25, *Safety of Accelerator Facilities*, identifies two categories of workers requiring formal qualification in order to perform their work, these are: Accelerator Operators and Accelerator Maintenance Personnel. These qualification programs are overseen by the AOT Training Office.

3.0 Compliance Requirements

TA-53 must comply with regulatory mandates that specify environment, safety, and health (ES&H) training requirements. In general, ES&H training requirements applicable to TA-53 are specified by the following:

- DOE Order 5480.25, *Safety of Accelerator Facilities*
- LANL Radiological Control Manual
- Occupational Safety and Health Administration (OSHA) requirements (29 CFR)
- EPA Requirements (40 CFR)
- DOT Requirements (49 CFR)
- Energy (10 CFR)

Additional training requirements are established by other DOE orders and Laboratory policies, and procedures.

4.0 Responsibilities and Authorities

The functions of training related personnel are included below:

4.1 TA-53 Facility Manager

As the major sponsoring organization for facility-specific training on site at TA-53, the TA-53 Facility Manager ensures the facility-specific training program is implemented. The TA-53 Facility Manager ensures that workers receive the training necessary for safe, environmentally sound, and effective performance of quality work. This is done by providing guidance to the line management and the AOT Training Office regarding facility-specific training activities and needs.

The TA-53 Facility Manager approves and has the final signature authority on all facility-specific training policies and procedures.

4.2 TA-53 Line Managers

TA-53 group leaders and other line managers ensure that personnel under their supervision attend mandatory classroom and on-the-job training sessions, and are properly trained to do their jobs. They ensure that new hires have received General Employee Training as well as any additional radiological training necessary through ESH-13.

It is the line manager's responsibility to develop individual training plans for employees within their organizations. The line manager is also responsible for determining the level to which an individual worker must be trained relating directly to the job tasks of that individual worker.

Line managers allow only trained and, where indicated, qualified personnel to operate hazardous equipment, handle or transport hazardous materials, or perform operations within their areas of responsibility.

Line managers are directly involved in recommending, critiquing, and approving subject-matter content, and other training programs or procedures or assigning subject-matter experts under their supervision.

4.3 TA-53 Training Officer

The TA-53 Training Officer is responsible for the coordination and implementation of training at TA-53. Primary responsibilities include:

- ensuring that facility-specific training programs meet compliance requirements in DOE and other relevant orders and regulations
- ensuring that training programs meet training needs identified by the TA-53 Facility Manager, or other line managers
- writing TA-53 training policies and procedures
- assisting managers in identifying and resolving performance problems that are related to training or education deficiencies

- developing training in accordance with the Performance-Based Training standard adopted by the Laboratory
- functioning as the primary interface with Laboratory training organizations
- functioning as the primary interface for internal and external training program audits and assessments.
- maintaining training records
- qualify and maintain qualification as a PBT Specialist and Lead OJT Instructor in the Laboratory Training Staff Qualification Program (TSQP)

4.4 AOT/TA-53 Training Staff

The AOT/TA-53 Training Staff will:

- ensure documentation is maintained for all facility-specific and AOT Division-sponsored courses
- maintain individual training plans for AOT Division workers
- maintain an individual training file for AOT Division personnel
- develop training in accordance with the Performance-Based Training standard adopted by the Laboratory
- qualify under the requirements set for Training Staff Qualification set by the Laboratory for the training duties they perform

4.5 Training Instructors

Qualifications of instructors follow the guidance of LS113-15, *Training Staff Qualifications*. Instructors for each job-specific or on-the-job training course are selected by the line manager. The AOT Training Officer assists line management in improving the capability and expertise of instructors. This includes ensuring that persons who are assigned to provide training as a regular assignment in their job complete the necessary Training Staff Qualification courses. In general, only a person who is considered a subject-matter expert or has formal education and/or experience in the topic area will be allowed to provide training on technical topics.

Training instructor performance is evaluated by a Level I evaluation conducted at the end of the training course. Evaluation results are forwarded to the instructor for review, and any revisions or suggestions are discussed with the AOT Training Officer.

4.6 Visitor Hosts/Experiment Liaisons

Visitor hosts are responsible for ensuring their visitors receive any necessary training prior to conducting any work at TA-53. The hosts should be aware of the training requirements for their visitors/Users. Hosts who will be escorting their visitors must have current training for the areas which they will enter. It is the host's responsibility to comply, and ensure their visitors comply, with the tour policies and procedures for TA-53.

4.7 TA-53 Workers

Workers shall not perform work without proper training. Attendance and participation in training required for job performance is mandatory. TA-53 workers are responsible for:

- providing input into their individual training plans based on the job duties they perform

- attending all training classes assigned to them and approved by their line manager
- providing constructive input for continued improvement of training programs
- maintaining and improving the knowledge and skills needed to perform assigned jobs safely, efficiently, and effectively

5.0 Training Program Development

Development of training courses follows a well defined process based on a performance-based model for the development of training. This process allows for a structured, well documented and graded approach to the analysis, design and development of training programs.

The process for developing performance-based training is established in LS113 procedures. The process involves determining the appropriate level of training course development required through an analysis of factors including compliance requirements, frequency and difficulty of tasks, consequences of failure to provide training, and resources available to develop training.

5.1 Training Analysis

Training needs for individual workers are determined through the AOT Division Training Plan Program. Workers are required to respond to a questionnaire regarding job tasks they do or do not perform. Training is assigned based on those job tasks the worker performs and/or the line manager's determination that training in a particular area is necessary. The line manager is responsible for reviewing and approving the training plan before training is assigned to the worker.

The training analysis process ensures that training programs cover specific job functions and tasks, and it facilitates identifying training requirements for a given job position.

Analysis for training program development is conducted using a job-to-training and task-to-training matrix developed using existing procedures for operations. For positions requiring qualification, the training specialist prepares a job-training list, which includes any existing procedures in a group, or operations the line manager determines should be included in the formal qualification program.

An analysis committee consisting of at least two Subject Matter Experts (SME's), a management representative, and a training specialist ensures that the list of procedures is complete. The committee reviews the procedures to determine the qualification requirements. Decisions are based on written criteria (see Appendix J). The committee chooses one of three options for each procedure:

- **I**nformal qualification (**I**), signifying that the procedure does not require OJT
- **F**ormal qualification (**F**), signifying that initial instruction and a one-time evaluation is required
- **C**ontinuing qualification (**C**) signifying that initial instruction and evaluation and periodic re-evaluation are required

If a procedure is designated I because the worker will receive necessary training in prerequisite training, for example, LANL or facility-specific training, this is noted on the job-to-training list. Training is then developed using a graded approach based on the impact of each operation on worker safety or to the environment.

Documentation for the analysis phase of training at TA-53 should conform with criteria established in LS113-02, *Training Analysis*.

5.2 Training Design

Training programs at TA-53 are designed in accordance with standard practices for PBT. During the design phase, objectives and evaluation criteria are developed based on information from the analysis phase. Documentation for the design of training at TA-53 should conform with criteria established in LS113-03, *Training Design*.

5.3 Training Development

Training programs for TA-53 are developed in accordance with standard practices for PBT. Course materials, such as lesson plans and training materials are developed during the development phase of the instructional design process. A course file for each training course developed is maintained by the AOT Training Office which includes all development documentation. In general, training development follows the requirements established in LS113-04, *Training Development*.

5.4 Training Implementation

Implementation of training is conducted in accordance with standard practices of PBT. Documentation for the implementation of training at TA-53 should conform with criteria established in LS113-05, *Training Implementation*. All training provided to personnel at TA-53 is delivered by instructors qualified in accordance with LS113-15. Qualified subject-matter experts provide guidance in the delivery of the training. Reasonable accommodations to make training accessible are made when requested to provide equal opportunity for participation in training for all workers at TA-53.

5.5 Training Evaluation

Evaluation of training is a continual process which is an integral part of each phase of PBT. Formative evaluation is conducted at various stages throughout the process and may include reviews for adequate technical content and pilot sessions.

Summative evaluation include soliciting trainee and instructor feedback, assessing job performance after training has occurred, and measuring the impact of training on regulatory compliance. The training program is continuously monitored and revisions are made as a result of changes in policies or procedures, job requirements, regulatory requirements, and operating experience. Training evaluation is conducted in accordance with the criteria established in LS113-06, *Training Evaluation*.

6.0 Training Review and Approval

The AOT Training Officer is responsible for review and approval of all formal training at TA-53. Formal training is training that will be formally documented in a course file and on the EDS either because it is required for compliance or because the line manager has deemed formal documentation to be desirable.

The Training Officer along with the line manager will determine who will be included in the review and approval cycle. Approvals should be consistent with AM 402, *In-House Training Programs*, and LS113-07, *Training Review and Approval*. AM 402 provides guidance for approvals of Laboratory-wide training, vendor supplied training, and ES&H-related training offered to more than one group. LS113-07 provides guidance for the review and approval of Laboratory-wide training.

In general, facility-specific training at TA-53 is considered Laboratory-wide training because the target audience consists of personnel from many divisions, programs, and groups.

For training developed at TA-53 and presented only to TA-53 Facility personnel within a single division, the review and approval process includes as a *minimum*:

- ES&H Team Leader or Division ES&H Officer
- Subject-matter Expert (If assigned)
- AOT Training Officer

For programs which encompass all personnel within the facility, a senior management representative from the major organizations on site will review and approve the training program.

6.1 Vendor-Provided Training

For any vendor training secured by TA-53 organizations, LS113-08, *Vendor Training Procurement*, must be met.

7.0 Facility-specific Training Programs

Implementation of facility-specific training programs at TA-53 includes implementing programs designed to meet facility-specific training requirements, tracking the status of such training, and determining facility-specific training needs.

7.1 Facility-Specific Training Requirements

All personnel working at TA-53 are required to fulfill basic facility-specific training requirements. Training plans outline specific training requirements based on the worker's category, i.e., resident, occasional site worker, User, or visitor (Appendix A, B & C).

7.1.a Residents & Occasional Site Workers

Generally, residents and occasional site workers must complete the Laboratory General Employee Training (GET) program and TA-53 Facility-specific Training. Although TA-53 is not considered a nuclear facility subject to DOE Order 5480.20, GET is required for compliance with Tiger Team Action Plan C-TC-06, *Safety Training for Accelerator Facility Personnel*. Retraining is required every two years for Facility-specific training.

7.1.b Users

Users are required to complete the GET program, facility-specific training, and at a minimum, Radiological Worker I Training. Experimental Area A is posted as a Radiological Buffer Area. Retraining is required every two years for Facility-specific training and Radiological Worker training. Waivers for Radiological Worker training (Appendix F) are provided for Users who will not enter Radiological Areas during the course of their work. The waiver must be approved by the User's host or experiment liaison. A waiver for General Employee Training (Appendix G) is only provided if the User will be visiting for a very short time (less than 10 calendar days per year) and will be supervised during the visit. The host or experiment liaison must approve and sign the waiver. (See also 8.4, Training Policies: Users and Visitors)

7.1.c Visitors

Escorted visitors are provided with written information on ES&H and Radiation Protection. Unescorted visitors who will be entering radiological areas are required to complete Facility-specific training.

7.2 Implementation Plan for DOE Order 5480.25

The AOT Training Office is responsible for meeting the requirements for training set in DOE Order 5480.25, *Safety of Accelerator Facilities* (Section 12). An implementation plan for meeting the requirements has been approved by DOE. Closure of action items is reported to the ES&H Team Leader and Facility Manager. Documentation for the implementation of the Order is maintained by the AOT Training Office.

The implementation plan includes training programs that will be required for all TA-53 workers, as well as qualification programs for accelerator operators and accelerator maintenance personnel.

7.3 Qualification Programs

DOE Order 5480.25 requires qualification programs for accelerator operators and accelerator maintenance personnel.

Qualification is defined in terms of education, experience, training and any specific requirements necessary for performance of assigned responsibilities. The qualification programs at TA-53 meet the requirements established in LS113-12, LANL Worker Qualification/Certification.

Managers, together with the training staff, determine qualification criteria. Some of the training required for initial and continuing qualification is addressed in training sponsored by the Environment Safety and Health Division, Group ESH-13.

Additional training is provided as formal or informal on-the-job training by the affected group. Training documentation is maintained by the AOT Training Office.

8.0 AOT Division Training Program Support

The AOT Training Office provides additional training services for AOT Division personnel including assistance with the design and development of job-specific and on-the-job training, course documentation and maintenance of course records, tracking and scheduling of training for individual workers, and maintenance of individual training plans and training files.

The AOT Training Office will provide assistance to other on-site organizations required to meet provisions of DOE Order 5480.25. Design and development of job-specific training and on-the-job training required for formal qualification to meet requirements of DOE Order 5480.25 is provided by the AOT Training Office with assistance from subject-matter-experts from the various organizations.

Individual training plans are developed for AOT Division personnel from data collected in the Individual Training Plan Program. Workers are asked to complete an ES&H Training Survey (Appendix D) indicating whether or not they perform various tasks. Based on the responses, a training plan is generated and is reviewed and approved by the line manager.

A formal training plan is entered into the EDS and is tracked against the workers' existing and current training, and also indicates training deficiencies. Training plans are updated annually by the same method.

The AOT Training Office can provide assistance to other on-site organizations with the development of individual ES&H training plans by providing use of the questionnaire and optical mark reader needed to generate preliminary training plan reports. The organization is, however, responsible for entering the plans into the EDS and for tracking the training of their workers.

9.0 Training Policies

9.1 Retraining Intervals

Retraining dates for facility-specific training are tracked by the AOT Training Office for all TA-53 workers. Retraining for facility-specific training is required every two years. Workers are given the opportunity to challenge the training once by test out. If the worker fails the challenge, he/she must complete the entire training program before re testing.

Retraining dates for AOT Division workers are tracked by the AOT Training Office for Laboratory-sponsored and job-specific training. Workers are generally scheduled

before or within 90 days after the expiration of the previous training anniversary date for the given training course. If retraining is not completed within the 90-day grace period, managers or supervisors will determine whether the worker may continue performing a particular job assignment requiring the expired training.

Certain Laboratory-wide training programs require retraining at specific intervals. TA-53 follows the retraining requirements as specified in the ES&H Catalog published by the ES&H Training Group, ESH-13.

In general, job assignments requiring qualification will require retraining and re qualification. The intervals for these are set within the qualification program.

9.2 Exceptions to Training

Exceptions for formal job-specific training requirements may be granted when a worker can provide proof of having successfully completed comparable training. Workers may challenge training requirements if they have the knowledge or skills equivalent to those addressed by the training, in which case, the worker must be evaluated in the same manner as if he/she had completed the training or by successfully completing an equivalent examination. Exceptions for Lab-wide training must be approved by ESH-13 prior to credit being given. The worker is responsible for providing any documentation required to establish equivalency.

The Department of Energy has instituted a reciprocal training agreement among its sites for Radiological Worker Training. A worker who provides proof of current, equivalent training for Radiological Worker I or II training from another DOE site need only complete site-specific training in order to be granted equivalent training credit. Even in the event that equivalency is granted, the worker must still complete facility-specific training.

9.3 Testing Policy

All formal examinations and results on which employment-related decisions are based, are validated and administered according to the professional standards and legal guidelines in compliance with Laboratory administrative procedure AM 127, *Testing* and LS113-14, *Test Development*.

Written tests for facility-specific and job-specific training must be validated by a committee of at least three subject-matter experts. The training officer will provide guidance and documentation requirements for test validation. Passing scores are established for each exam based on the validation process. The committee of subject-matter experts is also responsible for establishing the number of attempts allowed, time limitations for completing the exam, and re testing intervals.

Unless otherwise specified in a specific program, if a worker fails the training he/she must wait 24 hours before re testing. If the worker fails on the second attempt, remediation will be offered to the worker by the instructor or training officer. After the third attempt, if the worker still has not successfully passed the exam, a meeting will be held with the worker's supervisor to determine reassignment of duties or escort requirements until the training requirement is successfully met.

Tests for positions requiring qualification must be validated and may be oral or written. Personnel who fail to pass qualification tests may not be allowed to perform job-duties requiring qualification without supervisory escort until the testing requirement is met.

All TA-53 workers are expected to maintain the integrity of validated tests. Tests or test questions are not allowed to be removed from the testing facility. Incidents of cheating will be reported to the worker's group leader.

The AOT Training Office and OJT instructors administering tests to workers will provide reasonable accommodations to make training accessible for workers, except where doing so would impose an undue hardship on the operation of the Laboratory or TA-53 operations. Workers requesting accommodation must identify the specific accommodation or assistance needed for the test prior to the administration of the test.

9.4 Users and Visitors

Upon arrival, all Users who check in at the TA-53 Visitor Center are assigned a unique identification number by the AOT training staff in the Laboratory Employee Information System for Non-Laboratory Personnel (EIS-UNL). The V-Number the worker is given is nullified if the worker becomes a LANL employee; wherein, he/she is issued a Z-Number. The V-number enables all Lab-wide training organizations, including AOT, to document the worker's training in EDS, and assures that the worker's training record is maintained.

At the time the User is scheduled for any deficient or expired training, he/she acknowledges and signs a Training Agreement (Appendix E) which indicates that the User will complete the training as scheduled or will make alternate arrangements with the AOT Training Office to complete the training within a reasonable amount of time. Otherwise, the User understands that he/she will have his/her User privileges rescinded. Any User who refuses to complete required training and who does not have a training waiver in place, will not be issued a TLD and will not be permitted unescorted access to the facility.

Escorted visitors on official tours of TA-53 are provided with Radiation Protection information. The visitors are asked to read and sign off on the information and asked to provide specific information which enables the AOT Training Office to identify the visitors on EIS and document the receipt and review of the radiological information on EDS. If the worker fails to provide information which allows the training office to fully identify the worker, the training office may be unable to document that person's training in EDS; however, the written roster will be retained. (See also 7.1.b and 7.1.c, Facility-Specific Training for Users and Visitors).

9.5 Tours

TA-53 workers who sponsor tours at TA-53 must have current facility-specific training and must check in prior to the tour at the TA-53 Visitor Center. Tours which include participants under 18 years old must receive prior approval from the ES&H Division Director prior to the date of the tour. Training information will be provided to all tour members on ES&H and Radiation Protection.

10.0 Training Records Management

Individual training records are maintained electronically on the EDS. Training course/program records containing documentation applicable to program analysis, design, development, implementation, and evaluation are maintained by the AOT Training Office.

TA-53 uses the EDS as the official training database for training records management. Access to EDS is controlled by limiting the computer access to personnel authorized in the Laboratory's Electronic Authorization System.

The ES&H Training Group, ESH-13, maintains course documentation for Laboratory-wide training courses and is responsible for entering the data into the EDS. The AOT Training Office is responsible for entering facility-specific training data into the EDS for all workers completing the training. The AOT Training Office also provides training documentation in EDS for all AOT Division courses.

10.1 Course Documentation

The AOT Training Office maintains records of facility-specific training that is administered at TA-53. In accordance with LS113-01, Training Records Documentation, the following listed documents are retained by the AOT training office:

- Content outline for each course and/or objectives for each course
- Course design information or On-the-job Training documentation forms
- Training attendance rosters
- Instructor qualification records
- Course evaluation instruments

Documentation forms for on-the-job training should be completed in order to document OJT course development, Hands on Training, and Required Reading (Appendix I).

10.2 Individual Training Records for AOT Division Personnel

Individual training records are maintained for AOT Division personnel by the AOT Training Office. The worker's individual training record includes occupational training only. College course work, degrees, or professional certifications are not included on the worker's training transcript.

An individual training folder is maintained with the worker's current training record, a current training plan if one has been completed, and any training certificates the worker would like kept in his/her folder.

Training records for visitors are maintained only on EDS.

10.3 Travel for Training

AOT Division personnel who would like to be given credit on their training record for training completed off-site must submit specific documentation to the AOT Training Office (Appendix H).

Compliance-driven training completed off site for which the worker would like equivalent credit to a Laboratory course must be approved prior to the worker completing the training. If the training requirement will meet a Laboratory training requirement, such as Qualified Crane Operator Training, the training must be approved by ESH-13. If the training is facility-specific, the worker must obtain prior approval from the AOT Training Office.

Travel for training will be documented on the worker's training transcript provided that, at a minimum, the documentation submitted to the AOT Training Office includes:

- Content outline for each course and/or objectives for each course
- Certificate of Completion
- Instructor qualification records
- Course location and dates

NOTE: Attachments can be obtained from the LANSCE Training office by calling 5-6256.